Make-A-Wish® grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

Development Internship Opportunity

Development Interns **focus on fund-raising, with possible experience in event planning, donor solicitation, data management, foundations, individual and corporate donations.**

Basic Tasks include, but are not limited to:

- Assisting the Development team with all projects, events and activities as required
- Assisting with Internal and External Event projects, such as mailings, tracking attendees and sending out promotional materials
- Assisting with Kids for Wish Kids, Wishmakers on Campus, Wishmakers at Work programs and National Partnerships
- Assisting with updating internal database and manage confidential and personal information with high degree of efficiency
- Researching and reaching out for auction items, in-kind donations and vendor participation/donations, and ticket sales for internal events
- Researching potential corporate, individual, foundation and major-gift contributors.
- Assisting with airline-mileage program
- Assisting with miscellaneous special projects

Requirements:

- College level student receiving credit for the internship
- Excellent organization and communication (verbal and written) skills
- Ability to work effectively as a team member
- Excellent secretarial skills, knowledge of standard office protocol and behavior
- Knowledge of Microsoft Power Point, Word and Excel.
- Efficient internet researching skills
- Attention to detail
- Familiarity with social-networking sites (Facebook, Twitter, etc.)
- Maintain confidentially of all information received

Applicants will be required to submit a background check (via internet) if accepted for this internship. This internship is an unpaid position. Please email cover letter and resume to jobs@wishnj.org, specifying the semester you are interested in and if college credit will be received. No phone calls please.